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Lieutenant Governor



Lynn Pulou-Alaimalo
DHR Director

Max Tuitele
Deputy Director, Personnel

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

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| Job Title: <i>Finance Officer</i> | Posting Date: <i>May 5, 2023</i> | Serial No.: <i>071-23</i> |
| Department/Division: <i>Public Health/Finance Division</i> | Closing Date: <i>May 12, 2023</i> | Announcement No.: <i>071-23</i> |
| Type of Position: <i>Permanent Appointment</i> | Posting Type: <i>Employment Opportunity/ Open to the Public</i> | Pay Grade and Salary Range: <i>GS 12/ \$17,673 - \$43,023 p.a.</i> |

General Description:

The Finance Officer will report to the Division Head and will be responsible for carrying out Financial administration duties pertaining to all Division Issues. In addition to Financial officer duties, additional responsibilities are included to provide support to ensure efficient operation of the program.

Key Duties and Responsibilities:

- Responsible in preparing and submitting annually budget activities and federal forms required. Must ensure that all accounts are reconciled on a monthly basis and Federal Financial Reports (FFR) are completed correctly and submitted on time. Must also complete any SF 270 for reimbursement/Advance request to the local government.
- Provide guidance and oversight to assigned Grant and program managers regarding financial status at any time he or she see fit to uphold the integrity and compliance of the division accounts as well as processing and recording of accounts transactions and ensure that all invoices and reimbursements are paid accurately and in accordance with finance policies and procedures.
- Securing supplies (medical/general) for the Epi Surveillance and Lab Division sites. Expediting payments on timely manner basis for transportation, lab testing, contract tracing and other related costs.
- Assist the lab testing team with purchasing of lab supplies, office/general supplies, and other essential needs to support the COVID lab testing operation. Work closely with Procurement office in

clearing long due payments, securing proper lease for office space and vehicles, official contracts for ongoing projects and lab expansion and renovation, purchasing of supplies and equipment, and other related requests.

- Combine and reconcile of revenue and expense reports for the aforementioned grants.
- Work with Program Managers in ensuring obligation and liquidation of funds prior to Grant expiration. Assist the Director, Deputies, and Program Managers with reports required for site visits by Federal Grantors.
- Ensure grant invoices with supporting documents for submission to other Government agencies for payment are in compliance with Grant regulations.
- Assist in Division administration and carry out office duties. including: answering phones and taking messages, photocopying, faxing, mailings, preparing expense reports and updating electronic and paper files.
- Assist Personnel Staff with ensuring change of accounts for employees are inputting the system in time for each pay period, generate reports, prepare invoices for supplies, and develop administrative staff by providing information and growth opportunities.
- Perform other job-related duties as assigned.
- Ensure operation of equipment by completing preventive maintenance such as calling for repairs; maintaining equipment and supply inventories, evaluating new techniques and equipment.
- Maintains office and general supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Document, record and track all employees accrued leaves to assist Executive Director with preparing Annual Budget reporting of potential retire employees.

Knowledge, Skills and Ability:

- Must have training on the ASG IFAS system.
- Must be proficient in in Excel spreadsheet management, Grant Management
- Must have 5+ years of Financial administrative experience within ASG.
- Must be knowledgeable of all American Samoa Government internal control processes or standard operating procedures that deal with grant management entities.
- Must have 5 years of Financial/Accounting experience within ASG Governor, CIP, Budget, Treasury, and Procurement office process and procedures.

Academic and Experience Requirements:

- Applicant must have a Master degree in a related field from an accredited university plus one (1) years of work related experience OR
- Bachelor degree in related field from an accredited university plus three (3) years of work related experience, one (1) years of which at supervisory capacity
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000**

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources